



ROBIN J. VOS

SPEAKER OF THE WISCONSIN STATE ASSEMBLY

FROM: Assembly Speaker Robin Vos

DATE: February 17, 2017

RE: ASSEMBLY 2017-2018 POLICY CHANGES AND PROCEDURES

In accordance with Assembly Policy, the total Assembly office account allotment for each representative's office is \$17,500.00 for the 2017-2018 session. This amount is used for operational expenses such as but not limited to postage, printing, communication costs, pre-approved travel, etc. Office accounts are not allowed to exceed the \$17,500.00 allotment. Negative balances will not be permitted.

Per Diem allotment will be paid up to \$157.00 for overnight stays and up to \$78.50 for non-overnight days when conducting legislative business at the State Capitol. Dane County members are authorized up to \$78.50 per day when **conducting legislative business at the State Capitol**. The maximum number of per diem days that can be claimed in 2017 is 153 days.

Per Diem travel will not be paid for more than two trips per week, if claiming an overnight stay, per diem travel will not be paid for more than one trip per week. Does not apply to Dane county members.

Legislators who live between 500 and 600 miles round trip and fly to the Capitol to attend Session or an Assembly committee, will be reimbursed for the ticket up to the cost of the mileage we would have paid had you driven.

Each representative will be allowed to take one out-of-state trip per session from their office account.

Airfare for out-of-state trips will be reimbursed up to \$500.00 for that trip.

Travel for the minority party must first be approved by the Minority Leader and then by the Assembly Speaker, forms are found on the Assembly Chief Clerk's website under Travel Forms.

All Assembly travel **must be pre-approved** by the Assembly Speaker or it may not be paid.

Each standing committee (excluding Legislative Council committees) may travel in-state once per session if it is clear that in doing so will benefit all committee members. This policy exempts the Joint Finance Committee and any Special Speaker Task Force Committees.

Each request **must be pre-approved** by the Assembly Speaker. Committee chairpersons should complete a Committee Travel Form, found on the Assembly Chief Clerk's website under Travel Forms. This approval will cover all members of the committee.

Costs for mileage, meals, room reservation for the hearing and overnight hotel costs (if necessary) are an out-of-office account deduction for each member of the committee and the committee clerk.

In addition to receiving reimbursement from the state for travel and attending conferences for state related activities, Legislators may also be able to accept scholarships, including food, drink, travel, and lodging in connection with a conference or seminar, with the approval of the Speaker.

Several groups or associations regularly invite state legislators to conferences or seminars for the primary benefit of the state for the purpose of issue education and discussion, policy analysis, and sharing experiences from fellow legislators and experts throughout the country. Because of the established nature of these groups and the recurring nature of these events, the Speaker has given prior approval for scholarships accepted in connection with a conference or seminar hosted by any of the following: National Conference of State Legislators (NCSL), American Legislative Exchange Council (ALEC), Council of State Governments (CSG), State Legislative Leaders Foundation (SLLF), National Black Caucus of State Legislators (NBCSL), National Foundation for Women Legislators (NFWL), National Association of Latino Elected and Appointed Officials (NALEO), State Innovation Exchange (SIX), National Caucus of Environmental Legislators (NCEL) and Wisconsin Women in Government.

Legislators wishing to accept a scholarship, food, drink, lodging, or transportation in connection with a conference or seminar not hosted by groups on this list **must receive prior approval from the Assembly Speaker, as required by law.** As part of this approval, a legislator must demonstrate that the scholarship is received “on behalf of the state of Wisconsin and primarily for the benefit of the state and not primarily for the private benefit of the official or any other person.”

It is against Assembly policy and in violation of previous GAB/Ethics Board rulings for an office to use campaign funds to pay for any of the costs toward a legislative newsletter.

Costs for Assembly staff mileage (In-District, In-State and Committee) is \$.51. This is an office account deduction.